

**CLASS TITLE: ASSISTANT CHIEF OF PROPERTY ACQUISITION**

**Class Code: 02674600**  
**Pay Grade: 25A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist a superior in planning, supervising and reviewing the work of personnel engaged in title examining, property appraisal, negotiation and closing activities involved in the acquiring of privately owned real property; to assist in the supervision and coordination of all field activities, including the necessary liaison work with attorneys in the preparation and trial of land condemnation cases; to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom general and specific work assignments are received; work is subject to review for conformance to laws, policies, rules and instructions.

**SUPERVISION EXERCISED:** Assigns and reviews the work of technical and clerical staff members; confers with and advises them on difficult problems.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist a superior in planning, supervising and reviewing the work of personnel engaged in title examining, property appraising, negotiation and closing activities involved in the acquiring of privately owned real property.

To appraise property damage or other such liabilities incurred or to be incurred in connection with state highway construction projects and when authorized to negotiate settlements of such matters.

To estimate right-of-way, easement or land use costs for project proposals and submit findings thereon.

To assist in making final negotiations with property owners or their agents for the purpose of obtaining real property by deed and obtaining releases for damages resulting from condemnation.

To estimate the cost of relocating buildings and similar under takings and submit findings thereon.

To assist in the preparation of evidence for court contested condemnation cases.

To appear in court and give testimony as a qualified appraiser of real estate.

To assign and review the work of a clerical staff.

To prepare reports with recommendations to insure proper payment of claims resulting from land acquiring activities.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the methods of title examining and the ability to do title examining; a thorough knowledge of the principles, practices and techniques used in the appraisal of real property and the ability to apply such knowledge; the ability to conduct final negotiations with property owners or their agents; the ability to interpret highway construction plans; the ability to assist a superior in the supervision of subordinates engaged in title examination, property appraisal, negotiation and closing activities involved in the requisition of privately owned real property; the ability to prepare comprehensive and accurate reports with recommendations relative to work activities; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and  
Experience: Such as may have been gained through: employment in the field of title searching, appraising, buying and selling of real property in the open market or employment in a position in a governmental agency which involved the acquisition of real property with or without condemnation proceedings.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 9, 1974

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